**Inventions and Related Property Rights Assignment form**

**Frequently Asked Questions**

**Question:** What is the purpose of the Inventions and Related Property Rights Assignment (IRPRA) form?

**Answer:** A principal mission of Cornell University is the pursuit of knowledge for the benefit and use of society. The university recognizes that inventions and discoveries of commercial importance are a natural outgrowth of the pursuit of this mission and that the proper management of these inventions and related property rights often results in public usefulness of new ideas and discoveries. In support of these goals, Cornell asserts ownership of inventions and related property rights arising from the activities of its faculty, staff, students, and others who use university resources, including those provided through an externally funded grant, contract, or other type of award or gift to the university.

**Question:** Who has to sign the form?

**Answer:** Each individual receiving a university appointment to an academic position, including those with modified and/or non-paid titles (visiting, courtesy, adjunct, etc.), clinical and affiliation appointments, and assistantship and fellowship appointments (e.g., research and teaching assistants, graduate research assistants, fellowship recipients, and training grant recipients), and to such nonacademic positions as may be designated by the Vice President for Technology Transfer, Intellectual Property and Research Policy.

**Question:** When do I have to sign the form?

**Answer:** The IRPRA form must be signed no later than the third day following the appointment start date, to avoid termination of your appointment with Cornell. If you have previously signed a Cornell IRPRA form and were actively employed at Cornell within the past six years, you may contact your HR rep to determine the need to sign a new form.

**Question:** Can I review the IRPRA form before I am ready to sign it?

**Answer:** A blank copy of the form can be viewed online at:

[https://ovpr.research.cornell.edu/VPR/Policies/images/forms/Inventions and Related Property Rights Assignment Form.pdf](https://ovpr.research.cornell.edu/VPR/Policies/images/forms/Inventions and Related Property Rights Assignment Form.pdf)

The full policy statement can be viewed online at:

[http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/academic/inventions.cfm](http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/academic/inventions.cfm)

**Question:** How do I sign the form?

**Answer:**

**Non-students:** The form should be signed electronically within Workday, Cornell’s human resources information system. Workday is accessible online via [www.workday.cornell.edu](http://www.workday.cornell.edu). Log in to your account using your netID*, and open your Inbox (icon upper right corner), where you will be prompted to complete the IRPRA form electronically, along with other required employment documents. Should you have any problems logging into Workday, you may call the Onboarding team at 607-255-2899, or HRIS helpdesk at 607-255-8828. Should the form need to be signed on paper, the completed copy must be sent to your department’s Human Resources office by your third day of your appointment start date.

*NetIDs are electronic identifiers issued to members of the Cornell community, which enables access to non-public resources and information. See more at: [https://netid.cornell.edu/NetIDManagement/](https://netid.cornell.edu/NetIDManagement/)

**Students:** The form should be signed in your department, and is kept on file in the HR Service Center.
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Frequently Asked Questions

Question: How can I access the form after I complete the electronic signature?

Answer:
Non-students: To view signed electronic documents in Workday, login to your account using your netID, select the Personal Information icon, select the About Me button, select the Personal tab and select the Documents tab. You will see the e-signature date/time, and can view a copy of the agreement by selecting the document listed within the Document Attachment column. A blank copy of the form can also be viewed online at: https://ovpr.research.cornell.edu/VPR/Policies/images/forms/Inventions and Related Property Rights Assignment Form.pdf

Students: Contact the HR Service Center (x5-0056).

Question: I have already signed an agreement with another employer with whom I have a continuing relationship. Does that mean that I do not need to sign Cornell’s IRPRA?

Answer: All individuals receiving a university appointment to an academic position are expected to sign a property rights agreement. Please review Cornell’s Inventions Policy that can be found at: http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/academic/inventions.cfm particularly the definition of “Cornell Invention.” You will see that Cornell only asserts ownership over inventions that you make within the scope of responsibilities associated with your Cornell appointment or with the use of Cornell resources. You need to determine if the assignment of such inventions to Cornell would be inconsistent with the terms of your intellectual property agreement with your other employer. It is frequently the case that there is no inconsistency and you are therefore able to sign Cornell’s IRPRA. If you are unsure of the scope of your existing agreement with your current employer, you should discuss that with the appropriate individual at your current employer.

Question: What is the "alternate form"?

Answer: Cornell has alternate forms for certain situations such as faculty visiting Cornell while on sabbatical leave, or where Cornell has an overarching agreement in place with the second employer. The alternate form provides for inventions to be jointly owned by Cornell and the other employer (or, owned in accordance with more detailed IP ownership provisions that may be contained in the existing agreement between Cornell and your other employer). Your other employer will be required to sign off on the alternate agreement. It is likely that this will take some time so it is recommended that you begin this process before your arrival on campus.

Question: Who do I contact to discuss the need for an alternate form?

Answer: Should you believe there may be a conflict with an existing property rights agreement with another employer, and therefore would be a need for an alternate agreement, please contact the Human Resources representative for your department, who will coordinate development of the alternate agreement with Pat McClary in the Office of University Counsel.
Question: Who do I contact to answer additional questions regarding the IRPRA form?

Answer:

<table>
<thead>
<tr>
<th>For questions relating to:</th>
<th>Contact:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic appointment</td>
<td>Human Resources department rep</td>
<td>(see department HR)</td>
<td></td>
</tr>
<tr>
<td>Alternate IRPRA forms</td>
<td>Human Resources department rep</td>
<td>(see department HR)</td>
<td></td>
</tr>
<tr>
<td>Electronic signature in Workday</td>
<td>Onboarding team</td>
<td><a href="mailto:onboarding@cornell.edu">onboarding@cornell.edu</a></td>
<td>607-255-2899</td>
</tr>
<tr>
<td>Workday login</td>
<td>HRIS helpdesk</td>
<td><a href="mailto:hrpayrollsupport@cornell.edu">hrpayrollsupport@cornell.edu</a></td>
<td>607-255-8828</td>
</tr>
<tr>
<td>IRPRA form policy</td>
<td>Deb Shigley, Office of Vice Provost for Research</td>
<td><a href="mailto:Dks7@cornell.edu">Dks7@cornell.edu</a></td>
<td>607-255-2947</td>
</tr>
</tbody>
</table>

Additional resources:

- **Subject**
  - **Policy Clarification and Interpretation**
    - **Contact**: Center for Technology Licensing (CTL)
    - **Telephone**: (607) 254-4698
    - **E-mail/Web Address**: ctl-connect@cornell.edu, www.ctl.cornell.edu
  - **Disclosure of Inventions**
    - **Contact**: Center for Technology Licensing (CTL)
    - **Telephone**: (607) 254-4698
    - **E-mail/Web Address**: ctl-connect@cornell.edu, www.ctl.cornell.edu
  - **Dispute Resolution**
    - **Contact**: Vice President for Technology Transfer, Intellectual Property and Research Policy
    - **Telephone**: (607) 255-7200
    - **E-mail/Web Address**: vp_research@cornell.edu, www.research.cornell.edu/vpr
  - **Intellectual Property, Licensing, and License Revenue Management**
    - **Inventors and Related Property Rights Assignment**
      - **Contact**: Center for Technology Licensing (CTL)
      - **Telephone**: (607) 254-4698
      - **E-mail/Web Address**: ctl-connect@cornell.edu, www.ctl.cornell.edu
    - **Unit administrator**
  - **Inventors and Related Property Rights Assignment**
    - **Contact**: Vice President for Technology Transfer, Intellectual Property and Research Policy
    - **Telephone**: (607) 255-7200
    - **E-mail/Web Address**: vp_research@cornell.edu, www.research.cornell.edu/vpr
  - **Material Transfer Agreements for Materials Into the University**
    - **Contact**: Office of Sponsored Programs
    - **Telephone**: (607) 255-5014
    - **E-mail/Web Address**: osp-help@cornell.edu, www.osp.cornell.edu
  - **Material Transfer Agreements for Materials Out of the University**
    - **Contact**: Center for Technology Licensing
    - **Telephone**: (607) 254-4698
    - **E-mail/Web Address**: ctl-connect@cornell.edu, www.ctl.cornell.edu
  - **Requests for Waiver of the Provisions of this Policy**
    - **Contact**: Vice President for Technology Transfer, Intellectual Property and Research Policy
    - **Telephone**: (607) 255-7200
    - **E-mail/Web Address**: vp_research@cornell.edu, www.research.cornell.edu/vpr